

INTRODUCTION AND SCOPE OF EXAMINATION

In accordance with Section 213 of the Howard County Charter, the County Auditor is required to perform an audit upon the "...death, resignation, removal or expiration of term of any County Administrative Officer." Mr. Manus J. O'Donnell was Director of the Department of Citizens Services until January 30, 2004. Accordingly, we have performed a review of the leave records and final pay records of the Department of Citizens Services for the period January 1, 2004, through January 30, 2004 that related to Mr. O'Donnell. In addition, we reviewed the County's financial records at January 31, 2004 to determine that the Department of Citizens Services was within its budget allocation.

Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and other auditing procedures, as we considered necessary in the circumstances. This primarily involved a review of travel advances, expense reimbursements, leave records, final pay, release of signatory authority, and the custody and return of County property.

FINDINGS AND COMMENTS

Office of the County Auditor

Leave Records and Final Pay

We examined Mr. O'Donnell's leave records for the month of January 2004. These records indicated that Mr. O'Donnell had requested a total of 40 hours of personal leave in calendar year 2004. The final paycheck issued to Mr. O'Donnell indicated that he had been paid for 40 hours of personal leave in calendar year 2004. The maximum personal leave allowed per year is 48 hours. The final paycheck dated February 20, 2004 showed that Mr. O'Donnell received payment for 1,083.13 hours of accumulated annual leave. We have determined that in calculating the State and Federal withholding tax for this lump sum payment, the Payroll Division applied an approved method established by the Federal Tax Code. All calculations to determine net pay were correct. The information on the corresponding time sheet submitted by the Department of Citizens Service agreed with the final paycheck.

County Assets and Access to County Property

The Separation from Employment section of the Howard County Employee Manual requires the employee to surrender all property issued by the County. The Office of Purchasing provided certification to the Human Resources Administrator that the assets in Mr. O'Donnell's control had been returned. We obtained a copy of the list of assets returned as a backup to the certification. We determined that Mr. O'Donnell did not have any outstanding debts with the County.

In our examination, we looked for evidence that Mr. O'Donnell had returned all materials, which would grant him access to County property. We determined through the Office of Central Services that all keys had been returned. We obtained a copy of the certification from the Department of Technology & Communication Services that Mr. O'Donnell's access to the County's data processing system had been purged. In addition, we verified that Mr. O'Donnell had returned his identification card.

The Howard County Employee Manual also states that an employee, depending on his/her status, may be required to file a financial disclosure statement pursuant to Section 22.205 of the Howard County Code. We were informed by the Office of Law that an affidavit of compliance was received on February 4, 2004 for the 2003 reporting period.

Expenditures and Encumbrances

Schedules of Expenditures vs. Budget for the Department of Citizens Services for FY 2004 are presented in Attachments 1 and 2 of this report. This review was made to determine if any over expenditures occurred in Mr. O'Donnell's area of responsibility. We found that none of the areas under his control had expenditures in excess of budget.

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